

Alternative Professional Preparation Program Approval Procedures

**Section A: Profile of the Organization** (type and approval being requested)

A-1

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
What makes your program unique? Provide a program overview. Describe your organization’s vision, mission, philosophy, and goals.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the organizational governance structure for your organization. Provide an organization chart.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Provide evidence that the organization has appropriate fiscal resources to sustain a professional preparation program.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Provide a summary of data from internal and external evaluations, if available.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
<b>Provide the web address for your institution. If a password is required, please provide.</b>		

Section B: Demographic data

B-1

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
<b>Provide candidate demographic data by program:</b> <ul style="list-style-type: none"><li>• Number enrolled for the current year, prior year, and projected year</li><li>• Number who are residents in Arizona</li><li>• Ethnicity</li><li>• Gender</li><li>• Age ranges (20-25), (26-30), (31-40), (40-50), 50+</li></ul> <b>(Place candidate demographic data in the appendix.)</b>		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
<p><b>Provide faculty demographic data by program:</b></p> <ul style="list-style-type: none"> <li>• Number of part-time and full-time faculty</li> <li>• Ethnicity</li> <li>• Gender</li> <li>• Number with terminal degree</li> <li>• Faculty/candidate ratio</li> </ul> <p style="text-align: right;"><b>(Place faculty demographic data in the appendix.)</b></p>		
Empty space for evaluator use		

Section C: Program Components

C-1

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Identify each program being submitted for review.		



Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Provide a program overview and philosophy for each program submitted.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Identify the special population your program serves within Arizona, if applicable.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Identify criteria designed to measure a candidate’s qualifications for entry into the program. Describe how the organization insures that candidates meet the requirements to participate in the Alternative Professional Preparation Program pathway.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit a course sequence for each program of study or alternative program of study. Identify the credit or clock hours required for each course/module in the program.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit a description of all courses or modules.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit all syllabi or modules for each program requested for review. Provide a web link and password to access the courses/modules.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit official verification that all candidates have completed the training/coursework required for the full Structured English Immersion endorsement.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit verification that all elementary candidates have completed the required research-based systematic phonics coursework/training.		



Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit verification that all administration candidates have completed the required training/coursework in school finance and school law.		

Section D: Field Experience and Capstone Experience

D-1

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
List and define the roles of all stakeholders in required field experience and in the capstone experience. (ex. supervising teacher, principal, organizational supervisor, etc., if applicable)		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Identify the minimum number of field experience clock hours required.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Identify the minimum number of clock hours required in the capstone experience.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the process and criteria your institution uses for evaluating candidates during their field experience. Submit copies of the evaluation instrument.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the process and criteria your institution uses for evaluating candidates during their capstone experience/internship. Submit copies of the evaluation instrument.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the intervention/remediation process your organization uses if the candidate does not satisfactorily complete the field experience.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the intervention/remediation process your organization uses if the candidate does not satisfactorily complete the capstone experience/internship.		



Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the process for the selection of organizational supervisors for candidates participating in the field experience and capstone experience/internship.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the process for training organizational supervisors for candidates participating in the field experience and capstone experience/internship.		

**Section E: Description of the assessment plan for measuring student competency in coursework and field experiences in meeting state and national standards**

E-1

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the evaluation and verification process your organization uses to assess a candidate’s competency for admittance to your program (Basic Skills in literacy and numeracy; content knowledge and bachelor’s degree).		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Describe the evaluation and verification process your organization uses to assess a candidate's competency in professional knowledge.		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
Submit a description of the verification process your organization uses to determine a candidate’s eligibility for certification (Institutional Recommendation).		

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
<b>Submit the name, title and signature of ONE person in your organization who is responsible for verification and issuance of the Institutional Recommendation.</b>		

**Section F: Program Matrix aligning coursework with relevant state and national standards (coursework and field experience). Relevant artifacts/evidence must be used to provide evidence that the state and national standards have been met.**

F-1

Evidence	No Evidence	Clarification Questions and/or Comments (for evaluator use only)
<b>Submit a program matrix that shows alignment between state and national standards and your program objectives, assessments (signature assignments) and field experiences, including the capstone experience. Programs must align with state and national standards.</b>		